



City of Rochester
Building Safety Department
 2122 Campus Dr SE, Suite 300
 Rochester MN 55904-4744
 Phone: (507) 328-2600
 Fax: (507) 328-2601
www.rochestermn.gov

SIGN Permit Application

Office Use Only	(3/05)
App. No.	

Date	Tenant/Building Name			
Site Address	Number	Street	Suite/Unit No.	
Subdivision and/or Addition		Block	Lot	Parcel
Applicant is: • Owner • Contractor/Installer • Other (describe)				
Owner	Name Last First MI		Phone ()	
	Address			
	City State		Zip Code	
Contractor	Company		Phone ()	
	Name Last First MI		Roch. Contr. No.	
	Address		Sign Lic. No.	
	City State		Zip Code	
Engineer/ Designer	Company		Phone ()	
	Name Last First MI		Registration No. (State of MN)	
	Address			
	City State		Zip Code	
Sign Type (check one)	<ul style="list-style-type: none"> Advertising Sign: A sign that directs attention to a business, service, event or location <u>not</u> related to or on the premises where the sign is located. Business Sign: A sign that directs attention to a business, service, event, or commodity sold or conducted on the premises where the sign is located. 			
Valuation	Total valuation of work \$ (materials and labor)			
<ul style="list-style-type: none"> All professional sign installers must be licensed by the City of Rochester Applications for sign permits must be accompanied by the following information: <ol style="list-style-type: none"> 1) An accurately dimensioned site plan showing the proposed location of the sign on the property and/or wall elevation sketch (for wall sign only). 2) An accurately dimensioned drawing of the sign indicating the following: <ul style="list-style-type: none"> • support system • sign material, dimensions and height • size of the lettering • content of the message on the sign 3) A statement as to the type of lighting which will be used to illuminate the sign. (If illuminated, must be approved by a nationally recognized testing lab.) 				

PLEASE CONTINUE ON OTHER SIDE

DESCRIPTION OF WORK (Please complete appropriate section)																						
Advertising Sign (R502)	Width x Length = Total Square Feet																					
	Height																					
Business Sign (R501)	Sign Credit Number or Fee in Lieu of Credit																					
	Date Paid																					
Business Sign (R501)	Sign Type (check one)																					
	<div><div><ul style="list-style-type: none">• Freestanding• Projecting• Wall• Graphics• Portable (Beginning Date)• Novelty (Beginning Date)</div><div><ul style="list-style-type: none">• Auxiliary• Development• Church• Marquee</div><div><ul style="list-style-type: none">• Sun Canopy• Service Canopy• Roof• Unknown</div></div> <div><div>Width x Length = Total Square Feet</div><div>Height</div></div>																					
Business Sign (R501)	Lighting (check one)																					
	<div><div><ul style="list-style-type: none">• Yes• No</div><div>If so, type _____</div></div>																					
Business Sign (R501)	List All Existing Signs on Premises: (Add Additional Pages if Necessary)																					
	<table><tr><th>Type</th><th>Size</th><th>Sq. Feet</th><th>Location Type</th></tr><tr><td></td><td>X</td><td>=</td><td></td></tr><tr><td></td><td>X</td><td>=</td><td></td></tr><tr><td></td><td>X</td><td>=</td><td></td></tr><tr><td></td><td>X</td><td>=</td><td></td></tr></table>			Type	Size	Sq. Feet	Location Type		X	=			X	=			X	=			X	=
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<p>I hereby apply for a sign permit, and I certify that the information above is complete and accurate. The work will be in conformance with applicable laws of the State of Minnesota and ordinances of the City of Rochester, including City Sales and Use Tax Ordinance 129.25. I understand this is not a permit but only an application for a permit and work is not to start without a permit. I certify that the work will be in accordance with all permit conditions and approved plans (in the case of work which requires a review and approval of plans).</p> <p>I hereby certify that I am properly licensed as required by the City of Rochester.</p> <div>Applicant's SignatureDate</div>																						
DO NOT WRITE BELOW THIS LINE – Office Use Only (3/05)																						
ZONING REVIEW COMMENTS																						
<div><div><ul style="list-style-type: none">• Site Plan• Surveyor's Certificate</div><div>Zoning District Flood District</div><div>Flood Protection Required Flood Protection Elev.</div></div>																						
Comments:																						
Sign Permit No. Final Zoning Review Required • Yes • No																						
Zoning Approved by: Date:																						
Comments:																						
Permit Approved by: Date:																						